



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
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**MEMORANDUM**  
**HR#10-15**

March 3, 2015

**TO:** Department Directors  
Division Administrators  
Agency Personnel Liaisons  
Agency Personnel Representatives

**FROM:** Lee-Ann Easton, Administrator *Lee-Ann Easton*  
Division of Human Resource Management

**SUBJECT:** REQUIRED FEDERAL AND STATE EMPLOYMENT POSTERS – UPDATE

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The Division of Human Resource Management staff has recently updated our [Poster Adviser](#) publication which lists employment related posters required by federal and State laws, as well as, optional posters which are encouraged to be posted. It is important to post required posters at every work location where employees can readily observe them.

In most cases the posters can be downloaded from the listed websites at no cost. Please note:

- Updated posters have been listed in red.
- All other changes are updated via web links, therefore, you will not need to reprint or repost the current posters.

We hope that you find this publication helpful, but if you have any questions, please do not hesitate to contact Denise Woo-Seymour at [dseymour@admin.nv.gov](mailto:dseymour@admin.nv.gov) or (775) 684-0149.

LE: dws/tp

Attachment

Department of Administration/Division of Human Resource Management - Poster Adviser *				
Federal Poster Requirements for All Agencies	Publisher	Revision Date	Authority	Find it at:
"Employee Rights Under the Fair Labor Standards Act" (State & Local Government Employees)	US Dept. of Labor(DOL/ Wage & Hour Division(WHD)	Jul-07	FLSA:29 CFR 510-794	<a href="http://www.dol.gov/whd/regs/compliance/posters/wh1385State.pdf">http://www.dol.gov/whd/regs/compliance/posters/wh1385State.pdf</a>
Employee Rights and Responsibilities Under the Family and Medical Leave Act"		Feb-13	29 CFR 825.300	<a href="http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf">http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf</a>
"Your Rights under USERRA" (Uniformed Services Employment and Reemployment Rights Act	US Dept. of Labor(DOL)/Vets	Oct-08	38 USC 43	<a href="http://www.dol.gov/vets/programs/userra/USERRA_Private.pdf">http://www.dol.gov/vets/programs/userra/USERRA_Private.pdf</a>
"Job Safety and Health: It's the Law!"	USDOL, Occupational Safety and Health Administration (OSHA)	Feb-12	USC 657 ©: 29 cfr 1903:2	<a href="http://www.osha.gov/Publications/osha3165.pdf">http://www.osha.gov/Publications/osha3165.pdf</a>
"Equal Employment Opportunity is the Law"	U.S. Equal Employment Opportunity Commission	Nov-09	41 CFR 60	<a href="http://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf">http://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf</a>
OSHA's Form 301 Injury and Illness Incident Report (Post February 1 through March 30th)	USDO, OSHA	Jan-04	29 CFR 1904	<a href="http://www.osha.gov/recordkeeping/new-osha300form1-1-04.pdf">http://www.osha.gov/recordkeeping/new-osha300form1-1-04.pdf</a>
Federal Poster Requirements for Agencies With U.S. Government Contracts				
"For Laborers and Mechanics Employed on Federal or Federally Assisted Construction Projects"	USDOL/Wage & Hour Div.	Apr-09	29 CFR 5.5	<a href="http://www.dol.gov/whd/regs/compliance/posters/fedprojc.pdf">www.dol.gov/whd/regs/compliance/posters/fedprojc.pdf</a>
"Employee Rights on Government Contracts"		Apr-09	29 CFR 4.6	<a href="http://www.dol.gov/whd/regs/compliance/posters/govc.pdf">www.dol.gov/whd/regs/compliance/posters/govc.pdf</a>
State Poster Requirements				
"Governor's Alcohol and Drug-Free Workplace Policy"	Dept.of Admin./Div.of Human Resource Management (DHRM)	Jul-98	NRS Chap.284	<a href="http://hr.nv.gov/uploadedFiles/hrnvgov/Content/Resources/Forms/Alcohol/TS58PolicyStatemt-AlcoholDrugFreeWPlaceAcknowledgemtPDF.pdf">http://hr.nv.gov/uploadedFiles/hrnvgov/Content/Resources/Forms/Alcohol/TS58PolicyStatemt-AlcoholDrugFreeWPlaceAcknowledgemtPDF.pdf</a>
"Nevada Law Prohibits Discrimination"	Dept. of Employment, Training, & Rehabilitation (DETR), Nevada Equal Rights Comission	Dec-14	29 CFR 37.29	<a href="http://detr.state.nv.us/PDFS/NERC_English_poster.pdf">http://detr.state.nv.us/PDFS/NERC_English_poster.pdf</a>
"Notice to Employees" (Unemployment Insurance Notice)	DETR/Employment Security Division	Apr-14	NRS 612.455	<a href="https://uitax.nvdetr.org/crppdf/nucs-4324.pdf">https://uitax.nvdetr.org/crppdf/nucs-4324.pdf</a>
"Information for the Unemployed Worker" (Required posting is to be given to each employee who is laid off or who otherwise leaves your employment)		Apr-14		<a href="https://uitax.nvdetr.org/crppdf/nucs-4139.pdf">https://uitax.nvdetr.org/crppdf/nucs-4139.pdf</a>
"Brief Description of Your Rights and Benefits If You Are Injured on the Job or have an Occupational Disease" (Required posting and required handout to claimant)	Dept. of Business & Industry (B&I)/ Division of Industrial Relations	Oct-07	NRS 616A and 617	<a href="http://dirweb.state.nv.us/WCS/Handouts/D1%20Regs.pdf">http://dirweb.state.nv.us/WCS/Handouts/D1%20Regs.pdf</a>
"Nevada Safety & Health Protection on the Job"		Dec-14	NRS 618	<a href="http://www.4safenv.state.nv.us/sites/default/files/assets/docs/ENG-OSHA%20POSTER%20%2812-14%29-2.pdf">http://www.4safenv.state.nv.us/sites/default/files/assets/docs/ENG-OSHA%20POSTER%20%2812-14%29-2.pdf</a>
"Emergency Phone Numbers"		Dec-96	NRS 618.295 CFR 1926.50	<a href="http://www.4safenv.state.nv.us/sites/default/files/assets/docs/EMERGENCY%20PHONE%20NUMBERS%20English.pdf">http://www.4safenv.state.nv.us/sites/default/files/assets/docs/EMERGENCY%20PHONE%20NUMBERS%20English.pdf</a>
Div. of Human Resource Management Recommended Posters				
Employee Assistance Program (EAP)	Dept.of Admin./Div.of Human Resource Management (DHRM), EEO Office	N/A	N/A	To request these posters email: <a href="mailto:hmr@admin.nv.gov">hmr@admin.nv.gov</a> ?subject=Questions from HRM Website
"Conflict? Try Mediation"		Jan-13		
"Discrimination has No Place in the Workplace"		Jan-13		
"Sexual Harassment Has No Place in the Workplace"		Jan-13		

\*The posters listed in this table should be posted in a common area of every State facility. These posters are applicable to State employment and do not necessarily apply to private industry.